

## PLANNING & DEVELOPMENT DEPARTMENT

### MASTER DEVELOPMENT PLAN REVIEW SUBMITTAL REQUIREMENTS (SUMMERLIN)

**PRE-APPLICATION CONFERENCE:** A pre-application conference with a representative from the Department of Planning & Development is required before submitting an application. This is to ensure that the proper type of application is being made and that various concerns will be addressed by the time of submittal. It is the responsibility of the applicant to schedule the pre-application conference by calling (702) 229-6301. See Meeting Schedule for pre-application conference and submittal closings dates.

**APPLICATION/PETITION FORM:** A completed Application/Petition Form is required. The owner(s) of the real property must sign this form, or submit a Power of Attorney authorizing an agent to sign. A Notary Public must notarize the signature. When the property owner(s) reside outside of Nevada, the signature may be notarized in another state.

**DEED & LEGAL DESCRIPTION:** In order to verify ownership, a copy of the recorded deed(s) for the subject property(ies), including exhibits and attachments, is required. The deed and all attachments must be legible. In most cases, the legal description on the deed is sufficient.

**JUSTIFICATION LETTER:** A detailed letter that explains the request, the intended use of the property, and how the project meets/supports existing City policies and regulations is required.

**DEVELOPMENT PLAN EXHIBIT:** (8 copies) The Development Plan shall consist of a Site Summary plan and a Land Use Plan. Refer to the Administration section of the Summerlin Development Standards for complete information.

**FEES:** \$450 plus \$25/acre for requests of (1 to 100 ac.), thereafter \$15/acre for (101 to 250 ac.), thereafter \$7/acre for (251 or more ac.), plus \$150 for notification and advertising costs

**STATEMENT OF FINANCIAL INTEREST:** A completed Statement of Financial Interest is required.